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EYES ONLY

80 JUL 1959

MEMORANDUM FOR: Deputy Director (Intelligence)
Deputy Director (Plans)
Deputy Director (Support)

SUBJECT: Retirement Board

1. Pursuant to the agreement reached by the Career Council that the Agency establish a retirement board, may I request that each addressee appoint one member to serve on this board. Without wishing to prejudice your decision in this matter but as an indication of my own feeling about the type of board we should have, I venture to offer the following slate for your consideration:

Lawrence Houston (Chairman)
Stto (Ashe) (Member)
 (Member)

I would appreciate having your reply by telephone message at your earliest convenience. *John F. [signature]*

2. A board of this caliber is justified because decisions that the board will be asked to make will have to do with the retention in the Agency of men and women of advanced years, among whom we number some of the Agency's most valuable employees. It is of great importance that the decisions of the board be received with respect and confidence.

3. A word about procedures. The Benefits and Services Division of this office is being asked to review the retirement status of each employee who has reached or is approaching voluntary retirement age. Heads of Career Services and then Deputy Directors will be asked to screen these lists for the purpose of naming those employees whom they wish to retain. These lists will then be given to the board members for their information and comment. This stage may appear to be something of a formality; however, in the long run we must guard against encouraging the retirement of an individual who may actually be needed by some other component, and we must also be sure that the individual understands that the decision to encourage retirement is an Agency decision.

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4. When the final listings have been made up, the Chief, Personnel Operations Division in this office will counsel the individuals who are slated to retire (the head of the career service concerned or his designee will talk with those individuals who are to be asked to remain in service). It will be explained to each individual that it is the practice in this Agency that one retires when eligible unless asked to stay. If the individual is not prepared to retire within the following eighteen months, he will be invited to send his reasons for desiring to stay to the retirement board in writing or, if he should so desire, he can discuss the subject with one of the board members. He will be assured that the board will review his case and that a decision concerning the length of time he is expected to remain in employment will be rendered.

5. Clearly in some of these cases we will be getting very close to involuntary separation. Board review may in fact be preparatory to the institution of such procedures. Chief, Personnel Operations Division will make every effort to identify such cases at the earliest possible stage and they will be given special handling. The mechanics for instituting separation procedures can be worked out very simply among the board, the Career Service concerned and [redacted] of this office. It will, however, be our aim to accomplish the retirement of these and other individuals on a truly voluntary basis. For this reason we propose to give the retirement program official status and a modest degree of publicity. The attached draft notice is intended to serve these two ends. 25X1A

/s/ Gordon M. Stewart

Gordon M. Stewart
Director of Personnel

Attachment

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